



United States Department of Agriculture



Regional Conservation Partnership Program



October 17, 2019
RCPP Portal Webinar



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Today's Topics



- RCPP Reminder- Proposal Submission
- RCPP Portal Purpose
- RCPP Partner Portal
 - Overview
 - System Access
 - System Use – Demo
- Where to Find Help
- RCPP Q&A



RCPP Reminders for Proposal Submission



RCPP Reminder



- **RCPP Proposals**
 - Due **December 3, 2019** at **5:00 pm EST**
 - Must use the Portal for application
- **RCPP Portal**
 - Must have Level 2 eAuthentication access
 - Requesting an Account can take up to 2 business days



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RCPP Portal for Partners



RCPP Portal Purpose



- Allows for web based submission of Proposals
- Programmatic Agreement and Supplemental Agreements will be negotiated utilizing the Portal
- Allows for Project Management (if awarded)



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RCPP Portal Topics



Accessing the Portal

- Entry Point Links
- Requesting New User Access

How to create a new Proposal

- Navigating Home Page

Content of Proposal

- Basic Information
- Project Details
- Executive Summary
- Partners & Contribution
- Funding Request
- Upload Map
- Narrative Questions



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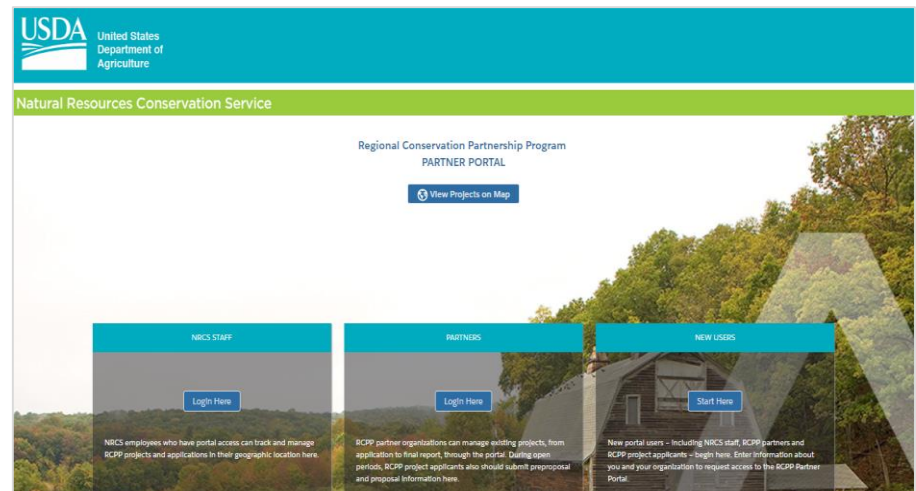


Accessing the Portal: Entry Link

USDA Level 2 eAuth is required to access the RCPP Portal. To request a USDA eAuth account: <https://www.eauth.usda.gov/>. **There are two entry points:**

1. Via Public Site (Partner Login): <https://nrcs-sites.secure.force.com/>

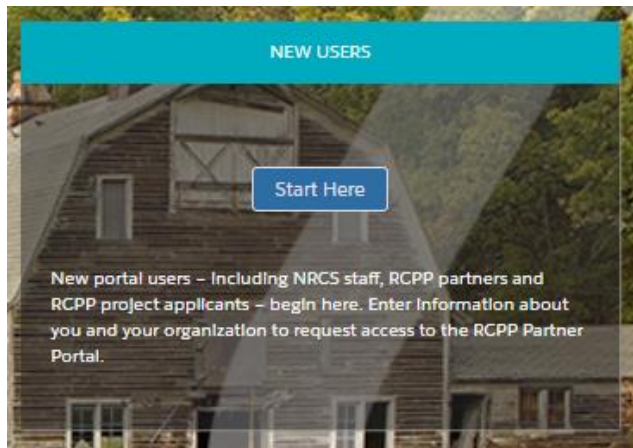
- Existing Partner Login
- Request Partner Access



2. Via Direct Link (Partner Login): <https://nrcs.force.com/>



Accessing the Portal: New User Request



1. Navigate to the Public Site: <https://nrcs-sites.secure.force.com/>
2. Click the **Start Here** button under the “New Users section.
3. On the Request Access Form, from the drop-down, select **Partner Organization**.

4. Fill out all required fields. 
5. Click the button.

- A notification email will be sent to the user once access is granted.

Accessing the Portal: USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

You are here: [eAuthentication Home](#) > eAuthentication Login

eAuthentication Login

Quick Links

- What is an account?
- Create an account
- Update your account

Administrator Links

- Local Registration
- Authority Login

LincPass (PIV) ?

CLICK HERE TO LOG IN WITH YOUR LincPass (PIV)

User ID & Password ?

User ID: User ID is a required field

Password: Password is a required field

[I forgot my User ID](#) | [Password](#)

[REGISTER](#) [LOGIN](#)

[Change my Password](#)

WARNING

Upon Login You Agree to the Following Information:

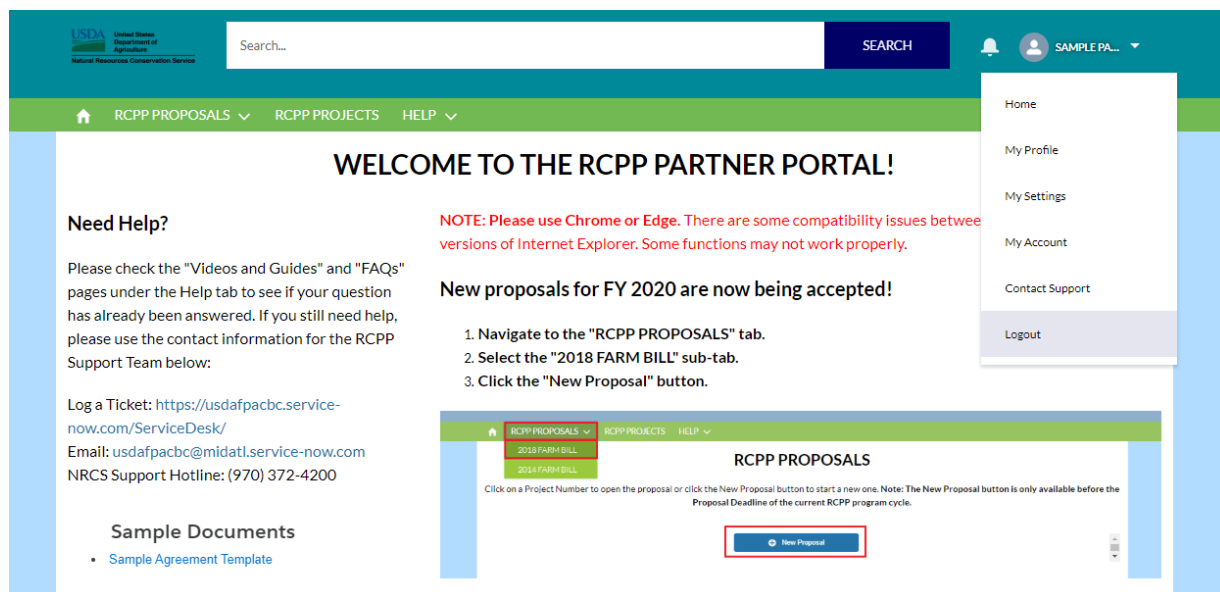
- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
 - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
 - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
 - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

- If already logged into eAuth, from Public Site Partner Login or Direct Link Partner Login, the user will be automatically authenticated and re-directed to the Portal.
- If not already logged into eAuth, user will be taken to the USDA eAuthentication Login page, where the user can login via LincPass (PIV) or eAuth User ID and Password.

New Proposal: Navigating Home Page

Upon authentication into the portal, the user will land on the RCPP Partner Portal Home Page. The home page contains the following components:

- **RCPP Proposals Tab**
 - 2018 Farm Bill
 - 2014 Farm Bill
- **RCPP Projects Tab**
- **Help Tab**
 - Inquiries
 - Videos
 - FAQs
- **NRCS Help Desk Contact Information**
- **Notes**
- **Sample Documents**
- **Logout**



The screenshot shows the RCPP Partner Portal Home Page. The header includes the USDA logo, a search bar, and a user profile dropdown for 'SAMPLE PA...'. The main navigation bar has links for 'RCPP PROPOSALS', 'RCPP PROJECTS', and 'HELP'. The page content includes a welcome message, a 'Need Help?' section with contact information, a 'New proposals for FY 2020 are now being accepted!' announcement with a 3-step guide, and a 'Sample Documents' section. A secondary screenshot at the bottom shows the 'RCPP PROPOSALS' sub-page with tabs for '2018 FARM BILL' and '2014 FARM BILL', and a 'New Proposal' button highlighted with a red box.

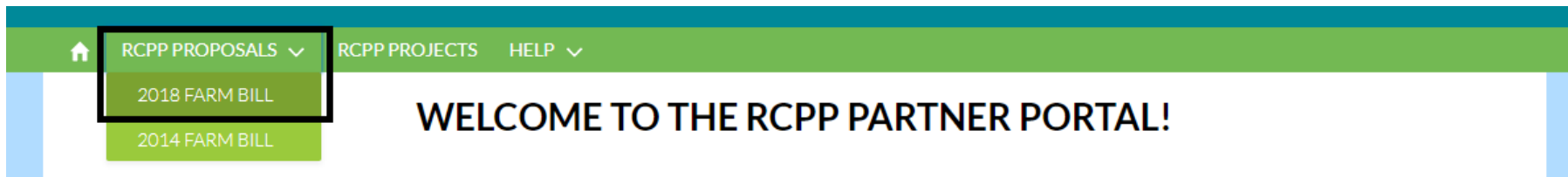
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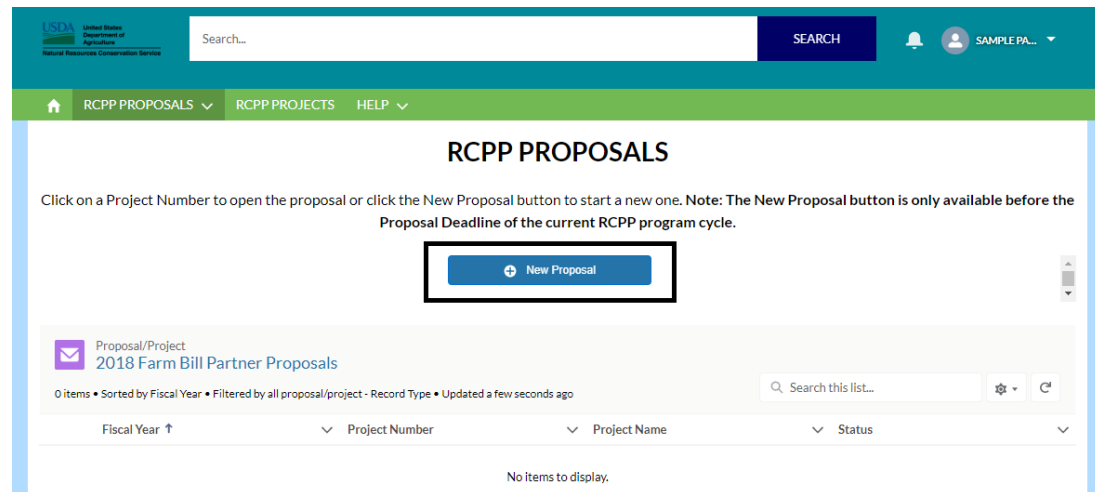
New Proposal: Creating

To create a new proposal:

1. Navigate to the “RCPP Proposals” tab and select the “2018 Farm Bill” sub-tab.



2. Click the “New Proposal” button, which is only available before the Proposal Deadline (12/3/2019 5:00PM ET) of the current RCPP program cycle.



Proposal Content: Basic Project Information

Basic Project Information:

This is where the user will fill out basic project information such as Project Name, Funding Pool, Lead State, Partner State(s) (if any), identify if an active SAM.gov registration exists, Project Director Contact Information, and the DUNS number.

“**Save as Draft**” will allow users to save progress, whereas “**Save & Continue**” will mark the “Basic Project Information” section of the menu complete if all data is valid.

The screenshot shows the 'Basic Project Information' form within a web application. At the top, there are navigation buttons: Submit, Un-Submit, Withdraw, Print, and Back to Proposals. On the left, a sidebar contains a menu with options: Basic Project Information (selected), Project Details, Executive Summary, Partners & Contributions, RCPP Funding Request, Upload Map, and Narratives. Below the menu is a 'Sample Documents' section with a link to 'Sample Agreement Template'. The main form area is titled 'Basic Project Information' and includes a red note: '*Information is specific to proposal, not to partner profile.' The form fields are organized into two columns. The left column includes: Project Name*, Funding pool* (dropdown with --None--), Project Type* (dropdown with RCPP Classic), Project Director Name*, Project Director Email*, Project Director Phone Number*, and Alternative Contact Name. The right column includes: Lead Partner Account* (Creative RCPP Test), CCA Applicable List* (dropdown with N/A), Do you have an active SAM.gov Registration?* (dropdown with --None--), Project Director Secondary Email, and DUNS*. At the bottom, there are two buttons: 'Save as Draft' and 'Save & Continue'.

Proposal Content: Project Details

Project Details:

This is where the user will define project details such as if it will be a 5-year project, Start Year and End Year, Resource Categories, and Justification if the project is not 5 years.

“**Save as Draft**” will allow users to save progress, whereas “**Save & Continue**” will mark the “Project Details” section of the menu complete if all data is valid.

*Resource Categories are new this year! For CCA Projects, there is a cross walk of Resource Concerns to the new categories.

The screenshot shows the 'Project Details' form within a web application. The sidebar on the left contains the following items:

- Project Number: 1866
- Status: Full Proposal In Progress
- Deadline: 2019-12-03 15:00:00 America/Denver
- Basic Project Information (checked)
- Project Details** (selected)
- Executive Summary
- Partners & Contributions
- RCPP Funding Request
- Upload Map
- Narratives
- Sample Documents
 - Sample Agreement Template

The main form area is titled 'Project Details' and contains the following fields:

- Is this a 5 Year Project? (Dropdown menu with 'Yes' selected)
- First Fiscal Year (Text input field with '2020' entered)
- Final Fiscal Year (Text input field with '2025' entered)
- Primary Resource Concern Category (Dropdown menu with '--None--' selected)
- Additional Resource Concern Categories (List of categories with checkboxes: Aquatic habitat, Field pesticide loss, Field sediment, nutrient, Livestock production loss)

At the bottom of the form are three buttons: 'Back', 'Save as Draft', and 'Save & Continue'. The top and bottom of the form area have navigation buttons: 'Submit', 'Un-Submit', 'Withdraw', 'Print', and 'Back to Proposals'.

Proposal Content: Executive Summary

Executive Summary:

This is where the user will enter the Description of Goals and Objectives and description of Expected Environmental, Economic, and Social Outcomes.

“**Save as Draft**” will allow users to save progress, whereas “**Save & Continue**” will mark the “Executive Summary” section of the menu complete if all data is valid.

Project Number : 1866

Status : Full Proposal In Progress

Deadline : 2019-12-03 15:00:00 America/Denver

Basic Project Information ✓

Project Details ✓

Executive Summary

Partners & Contributions

RCPP Funding Request

Upload Map

Narratives

Sample Documents

Sample Agreement Template

Executive Summary Page

Description of Goals and Objectives: *

0 of 2000 characters used

Description of Expected Environmental, Economic, and Social Outcomes: *

Back Save as Draft Save & Continue

Submit Un-Submit Withdraw Print Back to Proposals

Submit Un-Submit Withdraw Print Back to Proposals

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Proposal Content: Partners & Contribution

Partners & Contributions:

This is where the user will be able to enter the Project Partners, and Partner Contributions based on the entered Project Partners. Under the “Project Partners” table, a default placeholder for the Lead Partner will appear, once all information is complete, that will allow the user to enter Partner Contributions for the given partner in the second table. Additional Partners and Partner Contributions can be added as needed.

Submit

Un-Submit

Withdraw

Print

Back to Proposals

Project Number : 1866

Status : Full Proposal In Progress

Deadline : 2019-12-03 15:00:00 America / Denver

Basic Project Information

Project Details

Executive Summary

Partners & Contributions

RCP Funding Request

Upload Map

Narratives

Project Partners

Action	Partner/Entity Name	Partner/Entity Type	Contact Name	Contact Phone	Contact Email	Letter of Contribution
	Sample Partner	Please fill the missing value	Sample Partner		kelly.naylor@creativesyscon.com	<div>Upload File</div>
<div>Add Partner</div>						

Partner Contributions

Action	Partner/Entity Name	Fiscal Year	Contribution Category	Amount	Cost basis and tie to project scope
Totals					

Required Documents:

- Contribution letters for each non-lead partner and third-party that are providing contributions listed above. Must include the amount of cash and in-kind contributions.

Back

Next

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Proposal Content: Partners & Contribution

Project Number : 1866
Status : Full Proposal In Progress
Deadline : 2019-12-03 15:00:00 America/Denver

Basic Project Information ✓
 Project Details ✓
 Executive Summary ✓
Partners & Contributions
 RCPP Funding Request
 Upload Map
 Narratives

Submit Un-Submit Withdraw Print Back to Proposals

Project Partners

Action	Partner/Entity Name	Partner/Entity Type	Contact Name	Contact Phone	Contact Email	Letter of Contribution
	Sample Partner	Please fill the missing value	Sample Partner		kelly.naylor@creativesyscon.com	Upload File

+ Add Partner

Partner Contributions

Action	Partner/Entity Name	Fiscal Year	Contribution Category	Amount	Cost basis and tie to project scope
Totals					

Required Documents:
 • Contribution letters for each non-lead partner and third-party that are providing contributions listed above.
 Must include the amount of cash and in-kind contributions.

← Back Next →

This will be automatically populated from the Basic Project Information Tab. You will need to fill in the Partner Type to be able to submit.

*Please include all Partners that will be actively contributing to the Project. These partners should also be replicated in Partner Contributions section.

Be Aware that if you are listing a Contribution for a specific Contract type, there must be relationship to the Funding Requested!

Ex: US Held Easement Contribution-but no US Held Easement FA asked for.

ONLY upload Letters of Contribution (must support what was entered below).

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Proposal Content: Funding Request

RCPP Funding Requests:

This is where users can add Financial Assistance (FA) Requests, Technical Assistance (TA) Requests, and view a RCPP Funding Request Summary Table.

Submit
Un-submit
Withdraw
Print
Back to Proposals

Project Number : 1866

Status : Full Proposal In Progress

Deadline : 2019-12-03 15:00:00 America / Denver

- Basic Project Information ✓
- Project Details ✓
- Executive Summary ✓
- Partners & Contributions ✓
- RCPP Funding Request
- Upload Map
- Narratives

RCPP Funding Request Summary

Partner Contribution Ratio :		Minimum Amount that can be requested :	\$250,000.00
Total Project Cost :	\$0.00		
Total Financial Assistance Requested :	Total FA should have some value	Maximum Financial Assistance allowed :	\$7,000,000.00
Total Technical Assistance Requested :	\$0.00		
Total Partner Enhancement TA Requested :	\$0.00	Maximum Partner Enhancement TA allowed :	
Total Implementation TA Requested:			
Total NRCS Implementation TA :	\$0.00	Minimum NRCS Implementation TA allocated :	
Total Partner Implementation TA Requested :		Maximum Partner Implementation TA allowed :	

1. Partner Contribution Ratio: This is automatically calculated based on what is requested and what was entered in the Contribution section.
2. Error Message(s): As you complete this section, there will be red error messages that will appear if the rules are not followed. You will need to correct the errors, before you will be able to submit the proposal.
3. NRCS Implementation TA: this will be auto calculated by the system based on the TA that is asked for by the Partner.

Proposal Content: Funding Request

RCPP Financial Assistance Funding Request

Type of Assistance	Request Type	Total Funding Requested
Financial Assistance (FA)	Land Management	\$1,234,566,780.00

Action	Activity Type	Fiscal Year	State	Amount	Proposed Activity
	Land Management	2020	IL	\$1,234,566,780.00	fdsfdfs

Please be sure that you have Financial Assistance records with Activity Type equivalent to contribution categories added in partners & contributions section

[+ Add Financial Assistance Request](#)

Must have an FA record that matches contribution categories

RCPP Technical Assistance Funding Request

Type of Assistance	Request Type	Total Funding Requested
Technical Assistance (TA)	Partner Implementation TA	\$15,200.00
	Total Partner TA Requested	\$15,200.00

Action	Technical Assistance Request Type	State of proposed TA activity	Amount	Proposed Activity
	Partner Implementation TA	IL	\$15,200.00	Communications activities (C, I)

[+ Add Technical Assistance Request](#)

Proposed Activity will match what is in the APF

Describe how your organization has the capability and capacity to perform technical assistance deliverables included in the RCPP funding request table (i.e. the certifications, educational background, prior experience of individuals assigned to the task as well as the time and number of staff allocated to these tasks):

Please tell us how you can deliver the Technical Assistance that you are asking for. It is your job, to ensure that NRCS understands the capability and capacity you have to do the work you are proposing to do and be paid for.



Supporting Documents for RCPP Technical Assistance Funding Request

[Upload File](#)

This is where you will upload Proposed Payment Schedules for TA activities, Other documents to support the above description, and if Watershed activities, upload the Watershed Plan.



Proposal Content: Upload Map

Upload Map:

This is where users can upload any format (jpeg/pdf/etc) map of the proposed area of the RCPP project. Applicants may work with their local NRCS field office for help with project maps.

Submit

Un-Submit

Withdraw

Print

Back to Proposals

Project Number : 1866

Status : Full Proposal In Progress

Deadline : 2019-12-03 15:00:00 America / Denver

Basic Project Information

Project Details

Executive Summary

Partners & Contributions

RCPP Funding Request

Upload Map

Narratives

Document

Upload any format (jpeg/pdf/etc) map of the proposed area of the RCPP project. Applicants may work with their local NRCS field office for help with project maps

Upload Images

or Drop Images

Back

Next

File Name

Action

Submit

Un-Submit

Withdraw

Print

Back to Proposals

Proposal Content: Narrative Questions

Narratives:

This is where users can input answers to Narrative Questions on Impact, Partner Contributions, Innovation, and Partnerships and Management. These questions will match what was published in the APF and the RCPP Partner Guide.

*Character Limit for the Questions is at 4,000 Characters. It does include spaces.

Submit

Un-Submit

Withdraw

Print

Back to Proposals

Project Number : 1866

Status : Full Proposal In Progress

Deadline : 2019-12-03 15:00:00 America /Denver

Basic Project Information

Project Details

Executive Summary

Partners & Contributions

RCPP Funding Request

Upload Map

Narratives

Questions

Impact

1 Describe the compelling need for the project and an overview of how the project will generate targeted conservation benefits.

2 Describe rationale for Inclusion of each RCPP activity type (e.g., rental contracts, entity-held easements) in project proposal, and how each activity relates to the generation of conservation benefits.

3 Describe the rationale for the proposed geographic scope of the project.

4 Describe proposed approach for evaluating the success of the project, including outcomes.

5 Will this project help producers meet or avoid natural resource regulatory requirements? If so, describe how.

Partner Contribution

6 Describe the plan and lead partner's experience managing and tracking the delivery of third-party contributions (if included in the proposal).

7 Describe how partner contributions add value to the proposed project to leverage and multiply the benefits of the potential committed RCPP funding.

Innovation

8 Provide a justification for why this project could not be carried out through other NRCS Farm Bill programs--what RCPP flexibilities does the project take advantage of?

9 Does the partner plan to target project funding to particular locations or producers based on a scientific assessment or research-based plan? If so, please describe the approach.

10 Describe any proposed innovative methods or approaches for conservation planning, implementation, or assessment, and/or the proposed use of promising new technologies that have a demonstrated likelihood of success.

Submission

Submission

Once all sections are deemed complete (based on the Proposal menu), users can submit their proposal for review. If before the deadline, users do have the opportunity to un-submit, make corrections, and re-submit. Once the deadline has passed, the proposal will be locked for editing.

RCPP PROPOSALS

Click on a Project Number to open the proposal or click the New Proposal button to start a new one. **Note: The New Proposal button is only available before the Proposal Deadline of the current RCPP program cycle.**

New Proposal



Proposal/Project

2018 Farm Bill Partner Proposals

3 items • Sorted by Fiscal Year • Filtered by all proposal/project - Record Type • Updated a few seconds ago

Search this list...



	Fiscal Year ↑	Project Number	Project Name	Status
1	2020	1859	The best RCPP Project	Full Proposal In Progress
2	2020	1860	The second best RCPP Project	Full Proposal Submitted
3	2020	1861		Full Proposal In Progress

Report:

Report:

Pushing the Print button the proposal will allow for the report to be generated allowing the user to see all the information entered into the system. This can be saved or printed for record keeping.

CT – Connecticut

1860 - State/Multi State - N/A - 2020 - The second best RCPP Project

Project Name: 1860 - The second best RCPP Project
Funding Pool: State/Multi State
Lead Partner: Creative RCPP Test(123456789)
Lead State: CT
Partner Address: , ,

CCA: N/A
Partner Name: Sample Partner
Partner States:
Project Director Contact: sam@iam.com | 1234567890

Project Start and End Years: 2020 - 2025
Primary Resource Concern: Field sediment, nutrient and pathogen loss

Project Type: RCPP Classic
Additional Resource Concern:

Description of Goals and Objectives:

The goal is to make the best RCPP Project.

Description of Expected Environmental, Economic, and Social Outcomes:

To improve the landscape.

Partner Information

Partner/Entity Name	Partner/Entity Type	Contribution Amount
Sample Partner	AA-Agricultural Association	\$ 1,236,520.00
		1236520.00

Partner Contributions Summary

Contribution Category	Total Amount
FA: Non-RCPP FA Related Partner Expenditures	\$1,236,520.00

Funding Request Summary

Partner Contribution Ratio	0.77
Total Project Cost	\$1,603,348.00
Total Financial Assistance Requested	\$1,234,578.00
Total Technical Assistance Requested	\$368,770.00
Total Partner Enhancement TA Requested	\$0.00
Total Implementation TA Requested	\$368,770.00
Total NRCS Implementation TA	\$345,370.00
Total Partner Implementation TA Requested	\$23,400.00





RCPP Live Demonstration of Portal





RCPP: Where to Find Help



Where to find Help

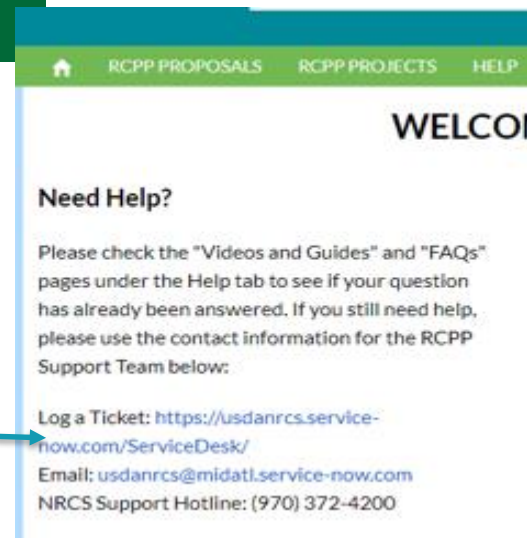
RCPP Partner Proposal Guide

Partner Proposal Guide:

Document will provide more clarity and answer general questions on how to submit a proposal.

Portal Issues:

If you are having an issue with the Portal functionality, please use the following ways to get help.



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Where to find Help: State RCPP Coordinator- Your New Best Friend

Local Contact Help:

To Find your State RCPP Coordinator, go to the RCPP section of the NRCS website:

<https://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/programs/financial/rcpp/?cid=nrcseprd1477816> and scroll down to here:

FY 2019 RCPP National Funding Opportunity

- [FY 2019 RCPP National Funding Announcement](#) (PDF)
- [FY 2019 Outcomes Guidance](#) (PDF, 159KB)

Proposal Documents

- [State RCPP Coordinators](#) (PDF, 145KB)
- [RCPP Partner's Proposal Guide](#) (PDF, 2.3MB)
- [Sample Letter of Commitment](#) (DOCX, 25KB)

For questions about timelines, the application process, and prog

A document will appear
with the listing of
coordinators as of 9/16/19

RCPP Coordinators

As of September 16, 2019

State	Name	Email	Primary Phone	Ext.
Alabama	Steve Musser	steve.musser@usda.gov	(334) 887-4503	
Alaska	Kristine Harper	kristine.harper@usda.gov	(907) 761-7737	
Arizona	Jason Kepler	jason.kepler@usda.gov	(602) 616-0560	
Arkansas	Dianne Schlenker	dianne.schlenker@usda.gov	(501) 301-3152	
California	Raeann Dubay	raeann.dubay@usda.gov	(530) 792-5653	
Caribbean Area	Jose Castro	jose.castro@usda.gov	(787) 501-6144	
Colorado	James Sperry	james.sperry@usda.gov	(719) 695-3342	
Connecticut	Joyce Purcell	joyce.purcell@usda.gov	(860) 871-4028	
Delaware	Jayme Arthurs	jayme.arthurs@usda.gov	(302) 678-4191	
Florida	Nina Bhattacharyya	nina.bhattacharyya@usda.gov	(352) 338-9554	
Georgia	Tansel Hudson	tansel.hudson@usda.gov	(706) 546-2097	
Idaho	Ron Brooks	ron.brooks@usda.gov	(208) 378-5724	
Illinois	Shannon Allen	shannon.allen@usda.gov	(217) 353-6624	



RCPP Question and Answer



The goal is to strategically invest public resources to improve conservation, restoration, and sustainable use of our nation's natural resources.

We can do more together!

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